

Extra

18 December 1953

TO: **CHIEF, PRINTING ADVISORY STAFF
CHIEF, RECORDS SERVICES DIVISION
CHIEF, PRINTING AND REPRODUCTION DIVISION
CHIEF, SPACE, MAINTENANCE AND FACILITIES DIVISION**

SUBJECT: **Saturday Duty**

1. Reference is made to General Services Office Regulation Number GSO-20-650-1 dated 4 December 1953, Subject: Saturday Duty in the General Services Office.

2. The present procedure of having personnel work overtime on Saturdays to provide coverage in the Office of the Chief and each of the three divisions of the General Services Office will be replaced by the procedure set forth in the above mentioned regulation effective 9 January 1954. It is believed that the new procedure will reduce overtime and at the same time provide adequate coverage for all General Services activities on Saturdays.

3. Sufficient copies of subject regulation are attached for distribution to all employees under your jurisdiction who will be assigned Saturday duty in accordance with subject regulation. However, in order to also insure compliance with paragraphs 2a and 2d of subject regulation, it is requested that you acquaint all your personnel with the contents of the regulation.

/S/

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CHIEF, General Services Office

GSO/MFW:lw
cc:chrono
Duty Officer Bk.
Subj. file

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